

OUTBREAK MEETING CHECKLIST/QUESTIONS

- Designate outbreak manager.**
- Designate chair of this specific meeting.**
- Designate person to take and distribute minutes.**
- Summarize outbreak:**
 - Number of cases: lab-confirmed, clinical dx, suspect
 - Population(s) affected
 - What interventions have happened to date.
 - Have primary contacts been identified and notified?
 - How many are there?
 - Are there child care providers involved?
 - Foodhandlers?
 - Health care workers?
 - Has source been identified?
 - Any special treatment issues (drug resistance, etc)?
- Why are we here today? What decisions need to be made?**
- General Disease Information - discuss as needed:**
 - Clinical picture, route of transmission, period of communicability, incubation period, likelihood of transmission
- What is the "case definition"?**
- How do we define a contact to a case?**
 - (e.g., in meningococcal meningitis, be sure to specify time frame for significant exposure)
- If vaccine preventable disease . . .**
 - Do we have enough vaccine on hand?
 - Need to schedule additional clinics and staff?
- Who do we need to notify?**
 - DEM? Do we need "proclamation of emergency"?
 - DOH?
 - Private providers and SeaMar and Interfaith and Walk-in Clinic?
 - Potential contacts?
 - Local health departments?
 - ER/hospital infection control
 - Schools?
 - Child care providers?
 - County council?

•Coordination with Laboratories

- When do we pay for the lab work?
- Do we need to make special arrangements?
- Are there special turnaround time issues?

•Media

- Designate someone as media contact at first meeting.
- Do we need a press release?
- Media person should also be in charge of internal communications.
- Define boundaries of information released by press person at 1st meeting.
- What type of media involvement do we need? Newspaper? TV? Radio? Interviews?
- Cellular phone to media person if there is a press release.

•In-house Communication:

- Designate someone to communicate with staff (usually same as media person).
- Basic information for all staff - route press releases.
- More detailed information for switchboard (which calls to route and to whom).
- Someone to answer staff's questions/concerns.
- Update phone people/& "nurse of the day" regularly on decisions/info. from outbreak meetings.
- Answering calls from the public
- Who should handle the calls?
- What information can clerks give out?
- Do we need additional clerical help? Volunteers?
- Recorded message?
- Can DEM help?

•Schedule a wrap up/postmortem meeting.

- Designate someone to write a report summarizing outbreak AND listing "lessons learned".
- Decide what materials to keep, which to discard.